

From: Pitts, Ted
To: Veldran, Katherine <KatherineVeldran@gov.sc.gov>
Date: 9/6/2013 1:00:40 PM
Subject: FW: For your review

FYI

From: RDavis1087@aol.com [mailto:RDavis1087@aol.com]
Sent: Friday, September 06, 2013 12:21 PM
To: RDavis1087@aol.com
Subject: For your review

I wanted to ask for your help and see if you might know of any good candidates for the positions below that we are advertising for now. We are looking for a legislative support type person who understands the legislative process. Pages and staff people at the state house are generally ideal candidates but we can train the person.

The lobbyist position is a new one and we are looking for a seasoned and experienced person to supplement the work Annie and I do.

The ED position is a new one to manage some new associations we have added.

If anyone comes to mind as a possibility, would you send them our way? Thanks for taking time to take a look at this and for any suggestions you may have.

Richard

Legislative Affairs Coordinator

Columbia Governmental Affairs firm is seeking a Legislative Affairs Coordinator to join its current governmental affairs team. The ideal candidate would have a demonstrated knowledge of the legislative process with the ability to handle multiple tasks in a fast paced environment. This person must be able to write clear and concise legislative reports, prepare legislative schedules, plan legislative events, and work closely with the lobbying team. The Legislative Affairs Coordinator would also be responsible for implementation of a legislative monitoring database and with other staff members, would compose weekly legislative briefings and client updates.

Competitive compensation and benefits package including medical/dental and 401(k).

Please submit (no telephone calls, please) professional resume with cover letter to: Richard Davis, rdavis@capconsc.com.

Lobbyist

Columbia Governmental Affairs firm is seeking to add an additional lobbyist to its current governmental affairs team. The ideal candidate would have proven lobbying experience with the ability to handle multiple tasks in a fast paced environment. Proficiency in meeting management, public speaking, communication, research, writing, and overall good organizational skills are desired.

We would prefer a minimum of three years actual lobbying experience. Must have proven ability to develop and maintain business relationships, work well independently, take initiative, and have the ability to travel on occasion.

Competitive compensation and benefits package including medical/dental and 401(k).

Please submit (no telephone calls, please) professional resume, cover letter, and additional work samples demonstrating knowledge and experience to: Richard Davis, rdavis@capconsc.com.

Executive Director

Columbia association management company seeks an individual with outstanding project management, organizational and communications skills to oversee multiple associations. Under general supervision, directs/manages the administrative activities of the associations, to include: day to day operations; membership recruitment and retention; convention and event planning; communications/Social media; fundraising/corporate sponsorship; strategic planning; financial management as well as developing and maintaining relationships with other associations and organizations.

Ideal candidates will have a bachelor's degree, a minimum of three years association and/or not-for-profit management experience, and be proficient in MS Office products, communications design and layout, and financial record keeping. Must have proven ability to develop and maintain business relationships, work well independently, take initiative, and have the ability to travel on occasion.

Competitive compensation and benefits package including medical/dental and 401(k).

Please submit (no telephone calls, please) professional resume, cover letter, and additional work samples demonstrating knowledge and association management accomplishments to: Richard Davis, rdavis@capconsc.com.

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